

Policy – Data Protection – November 2021

NOTE: This policy for SHIFT is the same as the Jennifer Lauren Gallery policy, as Jennifer Gilbert manages both projects.

This policy is designed to ensure that the Jennifer Lauren Gallery is aware of its particular responsibilities in relation to the Data Protection Act 1998, and the General Data Protection Regulation 2018, and to inform its artists and mailing list how the Gallery complies with the legislation.

During the Gallery's activities and with the artists the Gallery works with, it will collect and store personal data*. The fair, transparent and lawful treatment of this data will be upheld and will never be shared with third parties. For artists, their details will never be shared without permission to other people/organisations. For those on the mailing list, only personal names and emails will be stored and again will never be shared to third parties. The Gallery will take appropriate security measures against unlawful or unauthorised processing of personal data, and against the accidental loss of, or damage to, personal data.

The Gallery will only hold relevant information that is necessary for purpose, that will be securely stored in a locked cupboard or on a password protected computer. An artist can request the right to see any information held on them at any time, but the only information held on artists will be information that has been provided by the artist (for the contract and personal biography) and therefore consented to. The Gallery has a period of one month to provide the information requested to an artist should they wish to see it. If an artist no longer wants to be involved in the Gallery, their personal data will be removed in a safe and controlled way. If an artist feels that information is incorrect or inaccurate, they have the right to ask the Gallery to rectify the information. Artists do not have to pay any charge for exercising their rights.

Names are added to the mailing list at events related to the gallery or when business cards are passed over with permission (for reasons of legitimate interest). People can leave the mailing list (on mailchimp) at any time by choosing the unsubscribe option.

Should the Gallery intend to further process the personal data for a purpose other than that for which it was collected, the Gallery will provide the artist (prior to this happening), how and why the further processing is needed. Again written consent will need to be provided to the Gallery for this, and the artist can withdraw this consent at any time.

The Gallery reserves the right to change this policy at any time, and the artists and mailing list people will be updated accordingly. Should you wish to make a complaint either contact Jennifer Gilbert whose details are outlined on the website or contact your local Information Commissioners Office.

***Personal data** means any information relating to an identified or identifiable person.